

~~CONFIDENTIAL~~

8 December 1986

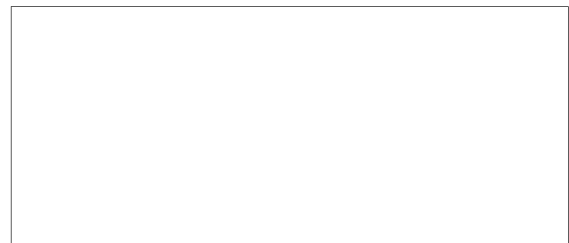
MEMORANDUM FOR: Information Management Branch, IRMD, OIS

25X1 FROM

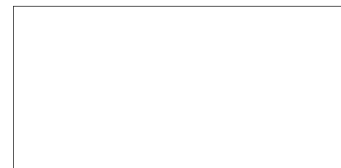
: 
NPIC, IMO

25X1 SUBJECT : Annual NPIC Records Inventory - FY 1986 

25X1 Attached is the result of the annual records inventory held at NPIC for
25X1 fiscal year 1986. 



25X1 WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS USED



~~CONFIDENTIAL~~

ANNUAL REPORT OF RECORDS HOLDINGS FOR 19 86

TO: OIS/IRMD	FROM: (Directorate and Office) DDS&T/NPIC
ANNUAL LINEAR FOOTAGE	
PREVIOUS YEAR	CURRENT YEAR
	DIFFERENCE

I. OFFICE FILES:

a.	Case, Subject, Chronos, Etc.	11,131	7,748	-3,383
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	8,671	7,332	-1,339
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	9,596	9,830	+234
d.	Other (Describe)	773	169	-604
TOTAL LINEAR FEET OF OFFICE FILES		30,171	25,079	-5,092

II. CARD-SIZE FILES:

a.	3x5 Cards	137	125	-12
b.	5x8 Cards	4,109	3,783	-326
c.	Punch Cards	6	2	-4
d.	Abstracts	1		+1
e.	Aperture Cards	71	175	+104
f.	Microfiche	487	382	-105
g.	Other (Describe)	3,633	4,001	+368
TOTAL LINEAR FEET—CARD-SIZE FILES		8,444	8,467	+23

QUANTITY OF EACH	
PREVIOUS YEAR	CURRENT YEAR
	DIFFERENCE

III. MAGNETIC RECORDS:

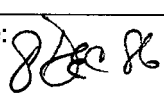
a.	Computer Tapes	12,853	12,722	-131
b.	Audio Tapes	99	48	-51
c.	Video Tapes	697	374	-323
d.	Disc Packs	436	397	-39
e.	Word Processing Magnetic Tapes	80	26	-54
f.	Word Processing Magnetic Cards	80	5	-75
g.	Magnetic Diskettes 5¼"	556	398	-158
h.	Magnetic Diskettes 8"	573	1,936	+1,363
i.	Paper Tapes			
j.	Other (Describe)	7	153	146

IV. FILM RECORDS:

a.	Microfilm—16mm Reels	230	549	+319
b.	Microfilm—35mm Reels	3,080	2,676	-404
c.	Microfilm Cassettes	741	816	+75
d.	Movie Film	1		+1
e.	Other (Describe) Original negs - 9025 cans	9,563	9,982	+419

Comments:

Signature of Component

Date: 

FORM 3581 OBSOLETE PREVIOUS EDITIONS

White copy - OIS/IRMD

Yellow copy - Directorate/RMO

Pink copy - Component/RMO

DATE

Whe *86*

TO:

015/IRMD/IMB

ROOM NO.

1236

BUILDING

Ames

REMARKS:

FROM:

IBIS/RMO

ROOM NO.

STAT

212

BUILDING

Key

FORM NO.

241

REPLACES FORM 36-8

FROM: (Directorate and Office)
DDS&T/FBIS

PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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a.	Case, Subject, Chronos, Etc.	1,814	2,277.0	+ 463.0
b.	Reference Material: Regulations, Manuals, Library books, Magazines, Catalogs, Etc.	9,778	12,325.0	+2,547.0
c.	Odd-Size Material: Maps, Charts, Photographs, Etc.	158	167.0	+ 9.0
d.	Other (Describe) JPRS Supplemental	682	682.0	0

12,432	15,451.0	\$3,019.0
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a.	3x5 Cards	478.5	1,221.5	+	743.0
b.	5x8 Cards	387.5	130.0	-	257.5
c.	Punch Cards				
d.	Abstracts				
e.	Aperture Cards				
f.	Microfiche	301	384.0	-	83.0
g.	Other (Describe)				

1,167.0	1,735.5	+ 568.5
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PREVIOUS YEAR	CURRENT YEAR	DIFFERENCE
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a.	Computer Tapes	140	150	+ 10
b.	Audio Tapes	3	0	- 3
c.	Video Tapes	564	3,473	+2,909
d.	Disc Packs	66	72	+ 6
e.	Word Processing Magnetic Tapes			
f.	Word Processing Magnetic Cards	625	521	- 104
g.	Magnetic Diskettes 5¼"	425	843	+ 418
h.	Magnetic Diskettes 8"	365	402	+ 37
i.	Paper Tapes		1	+ 1
j.	Other (Describe)			

a.	Microfilm—16mm Reels	839	65.3 *	* -186
b.	Microfilm—35mm Reels	358	39.1 **	* + 33
c.	Microfilm Cassettes		5.2	+ 52
d.	Movie Film			
e.	Other (Describe)			

*One component reports a combined total of 2,415 reels of 16mm and 35mm microfilm (increase of 39). This combined total is in addition to amounts shown in Section IV, items a & b, will this be acceptable?

5 December 1986

Pink copy - Component/RMO

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

DDO Annual Records Inventory - 1986

FROM:

DC/IRMB
1 D 27 HQS.

EXTENSION

NO.

DATE 3 Dec. 86.

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DC/MPG

24 Dec 86 [Signature]

2.

3. C/MPG

3 Dec 86 [Signature]

4.

5. C/IRMB

3 Dec 86 [Signature]

6.

7. DC/IMS

8.

9. C/IMS

10.

11. OIS/IRMD
Rm 1236 Ames Bldg.

12.

13.

14.

15.